

GENERAL REQUIREMENTS

Directive: **7.2**

A. Disciplinary Probation

The conditions of disciplinary probation will be specified in writing at the conclusion of an **O**fficer's trial board hearing. Members will not act in violation of disciplinary probation criteria as specified in written decision of the Complaint Hearing Board.

Any member who violates the provisions set forth in the disciplinary probation guidelines will be subject to discipline for a **C**lass "A" violation. Disciplinary probation will not be administered in summary punishment cases.

B. Impartial Attitude

All members, even though charged with vigorous and unrelenting enforcement of the law, must remain completely impartial toward all persons coming to the attention of the **D**epartment. Violations of the law are against the people of the State and not against the individual officer. All persons are guaranteed equal protection under the law. Exhibiting partiality for or against a person because of race, creed, national origin, or other forms of interest is prohibited. Similarly, unwarranted interference in the private business of others when not in the interests of justice is also prohibited.

Violation of this regulation will result in disciplinary action as specified for a **C**lass "E" violation.

C. Training

All members shall attend in-service training in the theory and practice of law enforcement at the discretion of the Chief of Police or their commanding officer. Such attendance is considered a duty assignment.

Violation of this regulation will result in disciplinary action as specified for a class "E" violation.

D. Inspections

From time to time the Chief of Police may call a full dress inspection of the **D**epartment or any part thereof, either by himself, or by his designee. Members directed to attend such inspections shall report in the prescribed uniform carrying the equipment specified.

Unauthorized absence from such an inspection may be subject to disciplinary action as specified for a **C**lass "E" violation.

E. Required Equipment on Duty

Members of the **D**epartment while on duty in order to prompt effective law enforcement performance and promote an atmosphere of public safety will carry all prescribed **D**epartmental equipment as listed in Directive 6.47.

Violation of this regulation will result in disciplinary action as specified for a class E violation.

F. Demeanor in Court

When appearing in court, the official uniform, of the day shall be worn by all officers except those assigned to the Drug, Organized Crime and Vice Division. Exceptions to this policy may be approved by the officer's Division Commander.

Members shall present a neat and clean appearance avoiding any mannerisms which might imply disrespect to the court, such as gum chewing or smoking.

Violations of this section (F) shall result in punishment as specified for a Class "E" Violation.

G. Reporting for Duty

Members of the **D**epartment will report daily to roll call or **their** assigned division at the time and place specified, properly uniformed, equipped, and dressed. Members who are subject to roll calls will give careful attention to orders and instructions, avoiding unnecessary talking, and movement.

Violation of this regulation will result in disciplinary action as specified for a **Class E** violation.

H. Identification as a Police Officer

Except where impractical or not feasible, or where the identity is obvious, officers shall identify themselves by displaying their official badge and/or **digital photo** identification card before taking police action. Upon request, officers are required to supply their name and badge number in a courteous manner to the person requesting same.

Violation of this regulation will result in disciplinary action as specified for a **Class E** violation.

I. Duty to Report Injury

When a member is seriously injured on or off-duty, immediate verbal notification will be made to the Chief of Police or the officer acting in his absence. This will be followed by a written report no later than the following workday. Information shall include the date, location, cause, extent, and property damage involved. Serious injury in this instance means an injury which could result in death or disability.

As specified in Directive 6.39, all injuries sustained while on-duty will be reported immediately whether or not treatment is received.

In off-duty cases where the injuries are other than of a serious nature, a written report will be submitted on the first workday following the incident, including all information required as to the date, location, cause, and extent of personal and property damages. These reports are in addition to the accident or sick reports otherwise required.

Violation of this regulation will result in disciplinary action as specified for a **Class E** violation.

J. Use of Departmental Vehicles

1. Members wishing to use any **Departmental** vehicle assigned to another division must first obtain the

permission of the commanding officer of that division or his designee. Departmental vehicles shall never be used for personal business or pleasure.

Violation of this regulation will result in disciplinary action as specified for a **Class E** violation.

2. All members of the Department, when operating or occupying a **Departmental** vehicle, will utilize the safety belts that are installed in the vehicle. Additionally, all passengers, including arrestee, will be secured by safety belts.

Violation of this policy will result in disciplinary action as specified for a **Class E** violation.

K. Answering the Telephone

All members while on-duty in the Department of Police must give proper identification when answering a telephone. Proper identification includes the name of the division in which the call is received along with the rank and surname of the individual answering the telephone.

Violation of this regulation will result in disciplinary action as specified for a **Class F** violation.

L. Driver's License Requirement

All officers are required to possess and maintain a valid **motor vehicle operator's license from the State in which the Officer resides per their Annual Residency Declaration, or current change of address on file.**

Any officer who fails to comply with this requirement without authorization of the Chief will be guilty of a **Class F** violation.

M. Physical Fitness

All members of the **Department** shall maintain good physical condition so that they may handle the strenuous physical contacts often required by a law enforcement officer.

All members will be responsible for maintaining a level of fitness required by the police surgeon.

Failure to maintain the level of fitness required by the police surgeon will result in disciplinary penalties as specified in **Class F**.

N. Off Duty Weapon Registration

Members are permitted to carry an authorized weapon and official identification when off-duty and in public. Members will be required to have all off duty weapons checked and test fired yearly and they will be required to supply the **Department** with the description and serial numbers of those weapons.

Violation of this regulation will result in disciplinary action as specified for a **Class F** violation.

NOTE: Member(s) should be aware of the restrictions and separate penalties concerning off-duty weapons and alcohol consumption.

O. Notebooks

Each member of the **Department** is required to maintain a notebook of his daily activities. A notebook should contain all the information required to write a complete report. On the first page of the notebook, the officer will list his rank, name, and badge number. At the beginning of each day, the following information will be entered at the top of the next page of the notebook:

_____shift Date _____district _____car
Partner_____

New notebooks will be issued as needed by the **Support Services** Division. Completed notebooks will be retained at Central in a member's locker or desk for a minimum of two years.

Violation of this regulation will result in disciplinary action as specified for a **Class F** violation.

P. Manuals Maintenance

All members who are issued manuals are responsible for their maintenance and will make appropriate changes or inserts as they arise.

Violation of this regulation will result in disciplinary action as specified for a **Class F** violation.

Q. Surrender of Departmental Property

Members are required to surrender all **Departmental** property assigned to them upon separation from service.

Failure to return non-expendable items may cause the person to reimburse the **Department** for the fair market value of the article(s).

Officers are also required to surrender **Departmental** property during periods of suspension as directed by their division commander.

Violation of this regulation will result in disciplinary action as specified for a **Class F** violation.